



# Plan to Motivate Staff & Reward High Performance

*(Include these questions in your regular employee/supervisor conferences, and you will learn how to recognize your employees. Thanks to Susan Macnamara, DSPD for passing this along.)*

**Employee Name** \_\_\_\_\_ **Date**\_\_\_\_\_

- What motivates you at work?
- What do co-workers and supervisors do that makes you feel good and feel appreciated at work?
- How do you like to be acknowledged for going the extra mile?
- Aside from the money, what incentives do you like?
- Additional comments or ideas?